higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

NOVEMBER EXAMINATION

BUILDING ADMINISTRATION N4

24 NOVEMBER 2016

This marking guideline consists of 8 pages.

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QUESTION 1

1.1 C
1.2 E
1.3 A
1.4 C
1.5 B
1.6 B
1.7 C
1.8 A
1.9 D
1.10 E

(10 × 1) **[10]**

QUESTION 2

2.1
- To ensure that arrangements are made for sub-contractors to start at the proper time.
- To advise head office of any labour requirements.
- To meet and discuss the items of building work with the architect.
- To use mechanical and other plant efficiently to expedite the completion of the contract.
- To give instructions to the workers through their respective foremen.
- To deal with the problems arising from both contractors and sub-contractors' work.
- To work in conjunction with the clerk of works.
- To ensure that quality and progress of the work are maintained. (Any 5 × 1) (5)

2.2
- Initiative
- Knowledge of the job
- Ability to organise
- Intelligence
- The ability to inspire others to produce quality with quantity
- Keenness and loyalty (Any 2 × 1) (2)

2.3
- To ensure that the building regulations are conformed to.
- To ensure that the employer's building is built to set standard and norms.
- To approve the drawings and specifications in the office of the municipality and sign thereafter. (3 × 1) (3)

[10]

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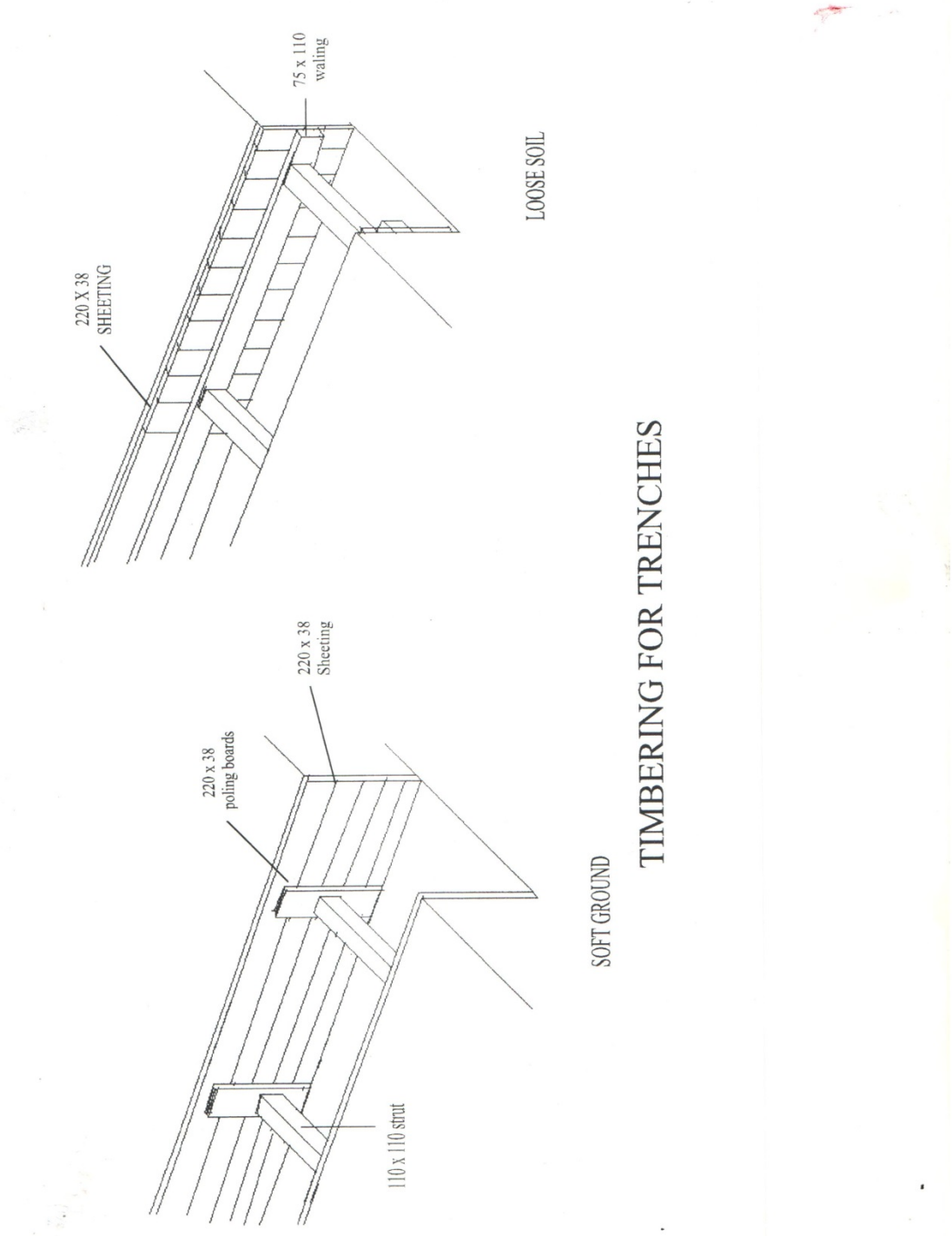
QUESTION 3

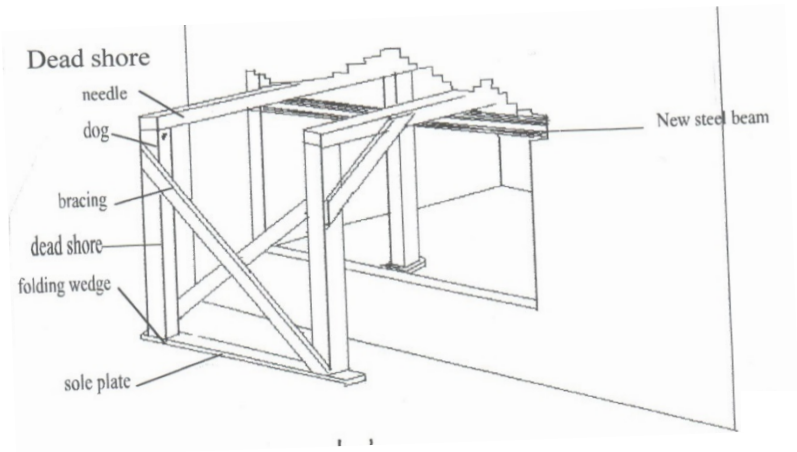


TIMBERING FOR TRENCHES

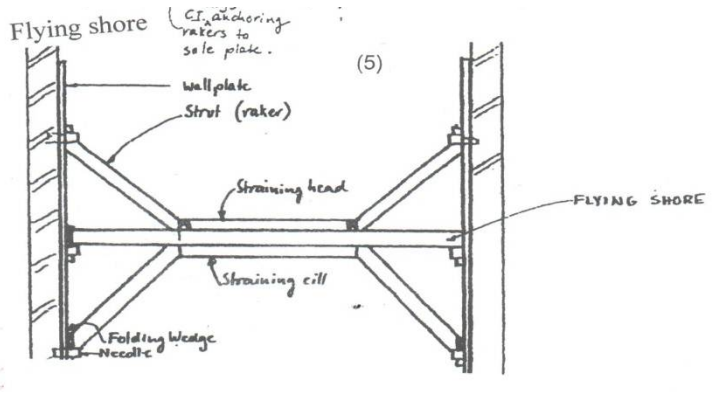
(2 × 5) **[10]**

QUESTION 4

4.1

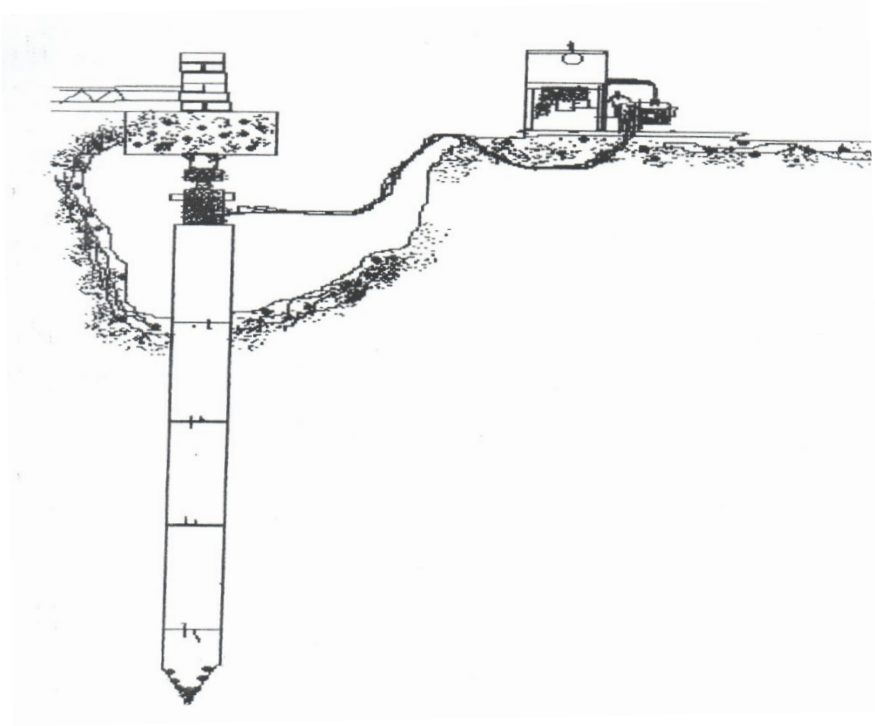


4.2



(2 × 5) **[10]**

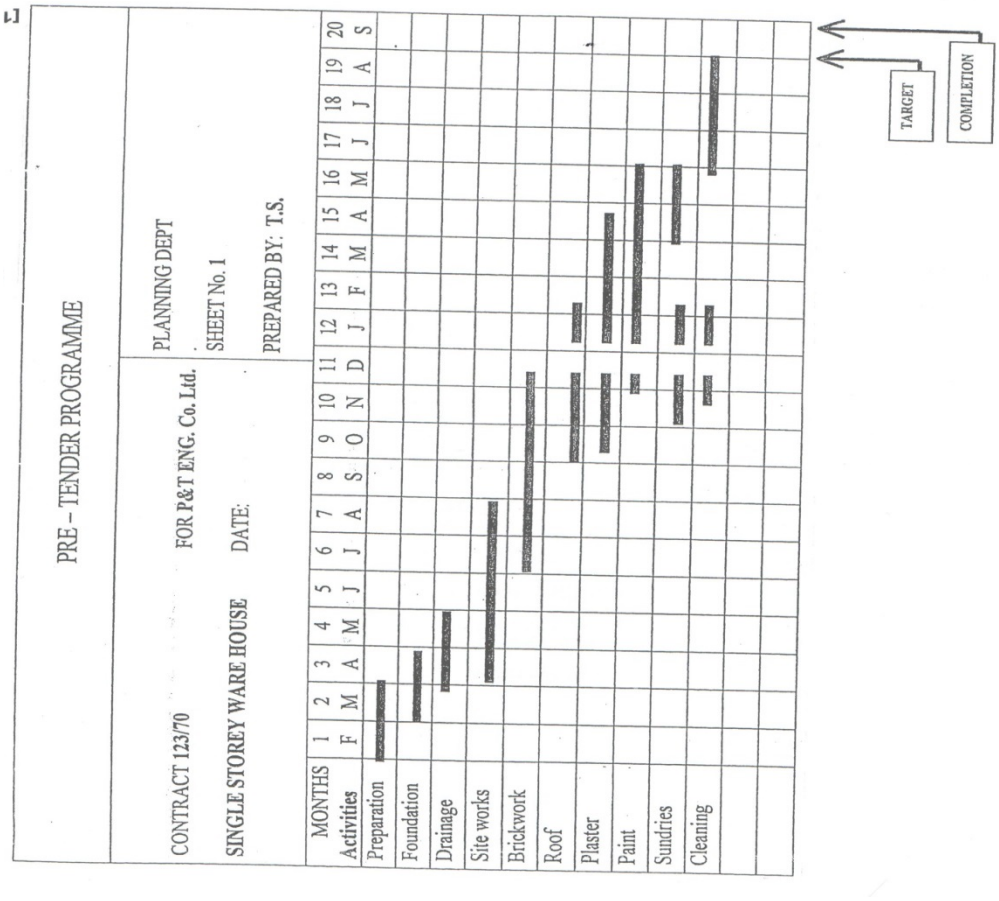
QUESTION 5



- A hole is excavated below the existing footing of the building.
- Then the section of the pile is placed on the ground and forced downwards by means of a hydraulic jack.
- The jack is placed on top of the pile.
- A pump operates the jack, which is positioned outside the excavation.
- The whole procedure is repeated with the next pile some distance away.
- Repeat until enough resistance is measured.

(5 Marks for sketch and 5 for explanation) **[10]**

QUESTION 6



[12]

QUESTION 7

7.1
- Used to cut metal.
- To chase into brick work.
- To cut brickwork at angle of the gables.

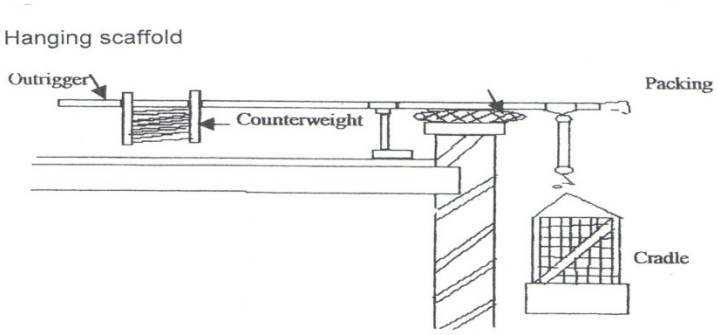
7.2
- To cut out patterns.
- To cut the hole.
- To cut the chip wood.

7.3
- Cutting timber across and along the grain.
- To rip the board.
- To cut the angle.

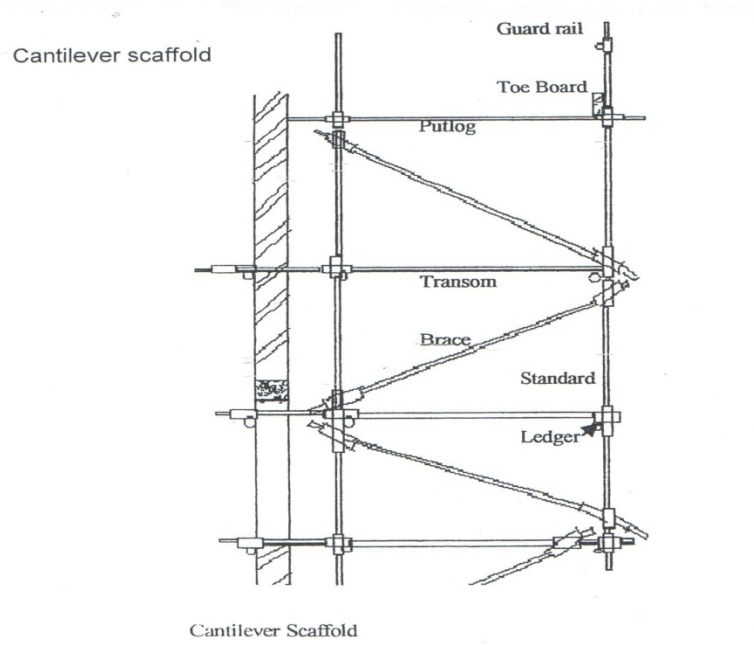
(Any 3 × 2) **[6]**

QUESTION 8

8.1



8.2



Cantilever Scaffold

(2 × 6) **[12]**

QUESTION 9

9.1
- The site must be theft proof and the huts must be clean.
- Store in a way in which double handling is avoided.
- Material should be stored in a way that will not obstruct other activities on site. (3 × 1) (3)

9.2
- Permission from the local authority must be obtained before the temporary walkways are erected.
- The flow of the traffic should not be interfered with.
- Standard road signs must be used.
- Temporary walkways must be at least 1,25 m wide. (4 × 1) (4)

9.3
- Must be covered to prevent falling of objects onto passers-by.
- Should take place within 3 m from the border of the project.
- Covered walkways must be erected along the entire length of the border and be kept in position until all external work is completed. (3 × 1) (3)

[10]

QUESTION 10

10.1 When competent builders are invited to tender.
Getting the name of your firm onto the list of builders to submit a quote.

10.2 A tender which is open to all builders.
It is a public tender and all newcomers are welcome to tender.
Tenders are advertised in the local media, national press and trade journals.

10.3 When a builder hears about proposed work and sends in a letter asking to be included on the tender list.
Tenders are passed on to the appointed quantity surveyor.

10.4 Standing agreement with chain stores, banks, and other nationwide companies to erect all their new premises.
Organisation who sells a design and construction service for specialised plants.

10.5 Firms that rely upon their name for good service and quality built up over a long period of time.
Builders who have no comebacks are usually high in demand.

(Any 5 × 2) **[10]**

TOTAL: 100

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